Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

2019 NOV - 1 AM 11: 23

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In compliance with Rube reimbursed/paid for		-	sures with respect to	travel expenses that have been or	r wi
		rization (Form RE-1), <u>I</u> rtification Form with all		ry, invitee list, etc.)	
Private Sponsor(s) (list	all): World Vision	Incorporated and Sa	ve the Children		
Travel date(s): Septe	mber 28, 2019 thr	ough October 5, 201	9		
Name of accompanying Relationship to Travele			•		
	OSTS IN EMPLOYEE	EASE DUE TO THE ACC EXPENSES. (Attach addit		SE OR DEPENDENT CHILD, ONL y.)	.Υ
Expenses for Employ	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)	
☐ Good Faith Estimate	\$2827.77	\$731	\$356.27	\$166.10 (for business visa)	
☑ Actual Amount					
Expenses for Accomp	anying Spouse or De	ependent Child (if applie	able):		
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)	i
☐ Good Faith Estimate					
☐ Actual Amount					
Provide a description Recessary.): See atta		ents attended. See Senat	e Rule 35.2(c)(6). (A	Attach additional pages if	
(3 (3			<u> </u>	···	
(Date)	Jussia	Pavel	<u>-Jun</u>	(Signature of traveler)	···
C D	·	name of traveler)	Û	(Signature of travèler)	
		MEMBER/OFFICER:			
I have made a determine Authorization form, are	nation that the expense e necessary transporta	es set out above in connection, lodging, and related	ctions with travel de d expenses as defined	scribed in the <i>Employee Pre-Tra</i> ndlin Rule 35.	vel
1.1.a			M:11		

(Signature of Supervising Senator/Officer)

(Revised 1/3/11)

Form RE-1

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(Revised 10/19/15)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senatc.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Nome of Travelers	·
Name of Traveler:	U.S. Senator Mitt Romney (R-UT)
Employing Office/Committee:	
Private Sponsor(s) (list all): World Visi	on Inc, Save the Children
Travel date(s): September 28, 2019	- October 5, 2019
Note: If you plan to extend the to	rip for any reason you must notify the Committee.
Destination(s): Malawi	<u> </u>
Explain how this trip is specifically cont	nected to the traveler's official or representational duties:
designed to aid health staff in understandi targeted or health programs – is utilized, a	ing quality and access issues of remote health care, how U.S. foreign ald — specifically and the challenges of remote care for economic, social, and political development. Sen. bal policy, and this is an important trip to understand how U.S. aid provides delivers critical ssary soft power.
Name of accompanying family member	N/A (if any):
Relationship to Employee: Spouse	
I certify that the information contained in 8 27 2019 (Date)	in this form is true, complete and correct to the best of my knowledge: (Signature of Employee)
TO BE COMPLETED BY SUPERVISING Secretary for the Majority, Secretary for the	SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms Minority, and Chaplain):
Mitt Roman	hereby authorize <u>Jess Pavel</u>
1. Mitt Rommen (Print Senator's/Officer's Name	e) (Print Traveler's Name)
an employee under my direct supervision related expenses for travel to the event of	on, to accept payment or reimbursement for necessary transportation, lodging, and described above. I have determined that this travel is in connection with his or hereholder, and will not create the appearance that he or she is using public office for
I have also determined that the attendan of the Senate. (signify "yes" by checking b	ce of the employee's spouse or child is appropriate to assist in the representation
08/26/19	ox) \ \ \ \mathread \tau \tau \tau \tau \tau \tau \tau \tau
(Date)	(Signature of Supervising Senator/Officer)





July 26, 2019

Jess Pavel Legislative Assistant Senator Mitt Romney 124 Russell Senate Office Building Washington, D.C. 20510

Dear Jess:

World Vision and Save the Children are pleased to invite you on a unique Learning Trip to Malawi. There, you will have the opportunity to see firsthand how U.S. investments are working to address Malawi's key development challenges and improve the health of vulnerable populations. The trip will take place from September 28 – October 5, 2019 (including travel days) and include meetings with U.S., Malawian, and NGO partners, visits to program sites in the field, and interactions with community workers and those who benefit from these programs.

We hope this trip will be a resource for your office as you consider the U.S. Government's role in overseas development assistance, in particular maternal and child health, nutrition, and early child development. On the trip, you'll visit World Vision, Save the Children, and partner programming focused on solving key challenges in these areas. You'll have the opportunity to interact with community workers and beneficiaries, as well as witness innovative development solutions that are empowering hundreds of thousands of Malawians. You'll also dialogue with government officials who implement these solutions on a local and national stage.

Despite over 50 years of peaceful independence, Malawi remains one of the poorest countries in the world, with more than half of the country's 19 million people living below the poverty line. In FY18, Congress appropriated more than \$250 million for foreign assistance to Malawi, with more than 75 percent supporting the health sector. Although Malawi continues to score poorly on major health indicators for maternal, infant, and under-5 mortality, Malawi has achieved dramatic gains by focusing on the improved delivery of essential health services. The Government of Malawi reduced maternal mortality by 53 percent between 1990 and 2013, and Malawi is one of few sub-Saharan African countries that achieved Millennium Development Goal (MDG) 4 for child survival by 2015. Even with the gains in child health, 37 percent of Malawian children suffer from chronic malnutrition. Over a third of established positions in the health sector are vacant, and there is a perpetual shortage of qualified health workers in facilities across the country. Such tremendous health challenges, combined with constrained economic resources and marginalized women and youth, place a significant burden on the health system. USAID programs improve social development and increase sustainable livelihoods. Our partnership with the government and Malawians is based on true accountability and collaboration.

We hope that you will be able to participate in this exciting educational opportunity. Please feel free to reach out if you have any questions.

Sincerely,

Robert Zachritz

Relat G. Bachitz

Vice President, Advocacy & Government Relations

World Vision US

Michael Klosson

Vice President, Policy and Humanitarian Response

Save the Children

PAT ROBERTS, KANSAS JAMES E. RISCH, IDAHO BRIAN SCHATZ, HAWAII JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR CAMI MORRISON, CHIEF CLERK

TELEPHONE: (202) 224-2981 FACSIMILE: (202) 224-7418 TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

September 17, 2019

Jessica Lynn Pavel
Office of Senator Mitt Romney
United States Senate
Washington, DC 20510

Dear Ms. Pavel:

This responds to your recent correspondence concerning an invitation you received to travel on a fact finding trip to Lilongwe, Mangochi, and Blantyre, Malawi, on September 28–October 5, 2019, sponsored by World Vision, Inc. and Save the Children Federation, Inc. (collectively, the Sponsors). The Sponsors certified to the Select Committee on Ethics (the Committee) that they will pay the necessary expenses¹ related to the travel and that neither Sponsor is a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. Save the Children Federation, Inc. has also certified that although it retains or employs one or more registered lobbyists, it is an organization designated under § 501(c)(3) of the Internal Revenue Code,² and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.³ World Vision has certified that it does not retain or employ a registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, neither Sponsor is a registered lobbyist or lobbying firm under the Lobbying Disclosure Act of 1995, or an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept

¹ The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 8.

² 26 U.S.C. § 501(c)(3).

³ The term "any point throughout your trip" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 2.

payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed Employee Pre-Travel Authorization and the Employee Post-Travel Disclosure of Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the Private Sponsor Travel Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.⁴ However, the Sponsors represented to the Committee that they are § 501(c)(3) public charities, as opposed to private foundations, pursuant to the Internal Revenue Code.⁵

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).⁶ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual⁷ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

⁴ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁵ 26 U.S.C. § 501(c)(3).

⁶ 5 U.S.C. § 7342.

⁷ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer

Deborah Sue Mayer

Chief Counsel and Staff Director -

Enclosure: Travel Checklist

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members. officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

•	nsor(s) of the trip (please list all sponsors):
	<u> </u>
Des	cription of the trip: Educational trip to view international development programs on maternal and
chil	d health, nutrition and livelihoods in Malawi, with a focus on US government supported programs
Dat	es of travel: September 28, 2019 - October 5, 2019
Plac	Malawi - Lilongwe, Mangochi, Blantyre e of travel:
	ne and title of Senate invitees: See Addendum A
i ce.	rtify that the trip fits one of the following categories:
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip. - OR -
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
_	- AND -
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directl or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
l cei	r <i>tif</i> iy that:
	The trip will not in any part be planned. organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for <i>de minimis</i> lobbyist involvement. - AND -
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign princip except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9)

9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	 (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee on any segment of the trip. OR -
	 □ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member. officer, or employee on any segment of the trip (see questions 6 and 10). - OR -
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobby ists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	World Vision is coordinating international and domestic travel arrangements and site visits. Save the
	Children is coordinating in-country meetings with US and Malawi governments and site visits. Both
	organizations are jointly coordinating all other planning and conducting of the trip.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	World Vision is a child-focused development organization operating in Malawi since 1982. Save the
	Children has been working in Malawi since 1983 and works to ensure children are protected and healthy.
	The trip relates to the sponsor missions by highlighting how health issues in Malawi impact poverty.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
	Over the past 6 years, World Vision has sponsored 10 Congressional trips. Save the Children has not
	previously sponsored Congressional trips in recent years.
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congressional offices to assist with understanding of foreign affairs issues, particularly as they relate to						
		nuing of foreign affai	rs issues, particularly	as they relate to		
children and their fa	milies. ————————————————————————————————————		<u> </u>			
Total Expenses for E	Each Participant:					
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses		
☑ Good Faith estimate	\$4,000 (See addendum B)	\$711 (See addendum B)	\$315 (See addendum B)	\$120 (See addendu B)		
☐ Actual						
Amounts State whether a) the participation or b) the congressional partici	trip involves an event that the trip involves an event to pation: ed specifically with regard	that is arranged or or	ganized specifically w	_		
Amounts State whether a) the participation or b) the congressional partici	e trip involves an event to pation:	that is arranged or or	ganized specifically w	_		
State whether a) the participation or b) the congressional particips, the trip is organized.	e trip involves an event to pation:	that is arranged or or	ganized specifically w	_		
State whether a) the participation or b) the congressional participation of the congressional participation of the congressional participation of the trip is organized.	pation: ed specifically with regar	that is arranged or or	ganized specifically was	vith regard to		
Amounts State whether a) the participation or b) the congressional participation of the congressional participation of the trip is organized. Reason for selecting the malawi is a priority of the congressional participation.	pation: ed specifically with regard	that is arranged or or d to congressional parties or trip overnment health provernment health health provernment health provernment health provernment health health provernment health provernment health provernment health	ganized specifically realistically realistic	vith regard to		
State whether a) the participation or b) the congressional participants organized. Reason for selecting Malawi is a priority of trip, and both World	the location of the event sountry for several U.S. g	d to congressional particle or trip overnment health produced by the large of the l	ganized specifically realistically realistic	vith regard to		
Amounts State whether a) the participation or b) the congressional participation of the congressional participation of the congressional participation of the trip is organized the trip is a priority of trip, and both World Name and location of the congressional participation of the trip is a priority of trip, and both World Name and location of the congressional participation of the congression of the	the location of the event to pation: the location of the event country for several U.S. g Vision and Save the Chil	that is arranged or or d to congressional particle overnment health produced by the latest that the latest tha	ganized specifically was	focus area for the		
State whether a) the participation or b) the congressional participation or b) the congressional participation of the trip is organized that is a priority of the trip, and both World when and location of the President Walmont I	the location of the event to be specifically with regard the location of the event country for several U.S. go Vision and Save the Child Hotel (Lilongwe, Malawi)	that is arranged or or d to congressional particle overnment health produced by the latest that the latest tha	ganized specifically was	focus area for the		
State whether a) the participation or b) the congressional participation of b, the trip is organized Malawi is a priority of trip, and both World Name and location of President Walmont I Soche Hotel (Blanty)	the location of the event to be specifically with regard the location of the event country for several U.S. go Vision and Save the Child Hotel (Lilongwe, Malawi)	or trip overnment health production have strong ca cacility: , Sunbird Ku Chawe	ganized specifically was	focus area for the		

Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants
compares to the maximum per diem rates for official Federal Government travel:
Lodging and meals will generally be less than the maximum per diem rate, with the exception of one night of
lodging (Sunbird Ku, Chawe, Zomba). See attached addendum B for the comparison of per diem rates
and estimated trip daily expenses.
 Describe the type and class of transportation being provided. Indicate whether coach, business-class or first
class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
Round trip international flights and round trip in-country charter flights will be coach class (see addendum)
C). In-country bus transportation will be coach class buses.
I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include
expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
N/A - No entertainment will be provided as part of the trip
I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor): Signature of Travel Sponsor:
Name and Title: Lisa Bos, Director of Government Relations
Name of Organization: World Vision Inc
Address: 300 I Street NE, Washington, DC 20003
Telephone Number:
Fax Number:
E-mail Address:

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

SIGNATURE PAGE FOR ADDITIONAL SPONSOR

(to be completed by each additional sponsor)

I hereby certify that the information con-	tained on pages I-4 of the certification form and any
accompanying addenda, all submitted in	connection with the September 28-October 5, 2019 trip
Malawi	Dates of Travel (Month Day, Year)
	e, complete, and correct.
Place of Travel	
Signature of Travel Sponsor:	Director of Global Health and Development Policy
Jill Carney Associate	Director of Global Health and Development Policy
Name and Title:	——————————————————————————————————————
Name of Organization: Save the Ch	ildren
Address: 899 N. Capitol St. NE	Suite 900
Telephone Number: 202-794-1869	
Fax Number:	
E-mail Address: jcarney@savech	ildren.org

Malawi Congressional Staff Learning Trip

September 28 – October 5, 2019

Transit Day - Saturday, September 28

Il:00am Depart Washington, D.C. from Dulles to Lilongwe on Ethiopian Airlines

Day I - Sunday, September 29

3:30pm Arrival in Malawi – Staff will be at the airport to greet the group.

4:00pm-5:15pm Transit to President Walmont hotel and check in.

6:30pm-8:00pm Welcome working dinner with World Vision and Save the Children Malawi staff.

Overview of the two organizations and programs in Malawi.

Overnight: President Walmont, Lilongwe

Day 2 - Monday, September 30

Location: Lilongwe
Attire: Business Casual

8:30am-9:30am Working breakfast. Security and protocols briefing.

9:300am-11:30am USAID Mission Briefing with Mission Deputy Director Catie Lott and

representatives from Maternal and Child Health, Nutrition, Education and Food Security teams. Discussion will focus on U.S. government investments, strategies, and priorities in Malawi, with the goal of giving trip participants an improved understanding of the U.S. government's role in these sectors. In particular, we will focus on the health sector as the primary focus area for the

trip. This discussion will help set the stage for field visits and give context to

the work that will be seen over the course of the trip.

11:45am Transit to Latitudes Restaurant for lunch

12:00pm–1:30pm Working lunch with World Vision and Save the Children Malawi staff and other

development partners. Debrief of meeting with USAID and discussion of challenges and opportunities for partnership with the US government from the perspectives of implementing partners. Invited partners include Management

Sciences for Health, the World Food Program, and Baylor University

1:30pm-2:00pm Transit to Malawi Ministry of Health.

2:00pm–3:30pm Meeting with Malawi Ministry of Health officials, including Minister of Health and

Population Hon. Jappie Mhango and other technical experts on maternal and child health, nutrition, HIV/AIDS, and malaria. Discussion of the current health challenges in Malawi and priorities for the government, including efforts to improve domestic funding for global health and strategies to address the leading causes of death for mothers and children. Meeting will help grow understanding of the role of the Ministry of Health and Population and how it works in

collaboration with the U.S. government.

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4:00pm-4:30pm

Transit to hotel

6:00pm-7:30pm

Working dinner – debrief of the day and review of next day's itinerary.

Overnight: President Walmont, Lilongwe

Day 3 - Tuesday, October I

Location: Mangochi Attire: Casual

7:00am	Breakfast at President Walmont and check out
8:00am-8:45am	Transit to Lilongwe airport for charter flight to Mangochi
8:45am–9:30am	Check in for charter flight
9:30am-10:30am	Flight to Mangochi – scene setter discussion in transit with pre-reads on the project visits.
I 1:00am-12:30 pm	Visit to Mangochi – Adolescent Girls and Young Women (AGYW) and Global Fund Projects: highlight comprehensive approach to empower AGYW through encouraging young girls to stay in school, improving hygiene awareness, and facilitating village savings and loans for women doing handmade crafts. Hear testimonies of transformation from some program beneficiaries from out-of-school and in-school clubs
12:30pm-1:30 pm	Working lunch in Mangochi. Discussion with World Vision staff on outcomes of the AGYW and Global Fund Projects; time for Q&A
1:30pm- 4:00pm	Visit to a village clinic: demonstrate comprehensive approach to reducing malaria mortality and morbidity through expansion of vector control, testing and treatment at healthy facility and community level, and social and behavior change communication.
4:00pm-5:15pm	Transit to Sunbird Ku Chawe Hotel
6:30pm-8:00pm	Working dinner- debrief of the day and review of next day's itinerary

Day 4 - Wednesday, October 2

Overnight: Sunbird Ku Chawe Hotel, Zomba

Location: Machinga/Zomba

Attire: Casual

7:30am Breakfast and hotel check out

8:30am-10:00am Visit to Machinga District Hospital. Brief meeting with District Health

Management Team to discuss US government support of the hospital, followed

by a tour of several Wards, including maternity and pediatric.

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Visit to Mlomba Health Centre and meet with the Health Action Committee, 10:30am-12:00pm which is supported by the Machinga Demand Creation and Social Accountability Project, funded by USAID. Hear from the Committee, comprised of community volunteers, about the role they play in facilitating care and liaising with both Health Centre beneficiaries and providers to improve health services. 12:30pm-1:30pm Working buffet lunch. Discussion with World Vision staff on outcomes of the Machinga Demand Creation Project and time for Q&A 1:30pm-2:30pm Transit to Save the Children program. 2:30pm-4:00pm Visit to Gologota Primary School to observe implementation of a Learner Treatment Kit clinic, which aims to improve school attendance by training teachers to diagnose and provide treatments for malaria. Tour the school including new gender-specific hygiene facilities that promote water, sanitation and hygiene (WASH)—observe Inclusive Literacy Boost lessons and meet with teachers and school authorities. Transit to Blantyre and hotel check in 4:00pm-5:00pm

Working dinner - review of next day's itinerary

Overnight: Sunbird Ku Mount Soche, Blantyre

Day 5 - Thursday, October 3

Location: Blantyre Attire: Casual

1:00pm-2:00pm

6:30pm-8:00pm

7:00am Breakfast and check out of hotel				
7:45am-8:30am	Transit to Libuda Village Health Outreach Clinic			
8:30am-10:00am	Visit Libuda Village Health Outreach Clinic—connected by the Mdeka Health Centre—operated by Save the Children and funded through the Pfizer Foundation. This clinic focuses on Family Planning (FP) and Immunization (EPI). The project promotes access to services by integrating FP and EPI to allow the community members access services closer to them and reducing the number of visits in accessing services. Discussion with 2-3 beneficiaries of the program on how it has benefited them and their family.			
10:00am-10:45am	Transit to ENACT project.			
10:45am-12:30pm	Meet with staff, community leaders, and beneficiaries of the ENACT			

Meet with staff, community leaders, and beneficiaries of the ENACT (Engendered Nutritional and Climate Resilience Actions in Vulnerable Communities Together) project, operated by Save the Children, which focuses on improving nutrition, food security and building resilience for vulnerable communities and households. View demonstrations and discuss how the project has supported households with nutrition, cooking, village savings and loan, kitchen gardens, livestock, WASH, and disaster risk reduction activities.

Working lunch. Discussion with Save the Children staff on ENACT project and outcomes, including time for Q&A.

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2:00pm-2:45pm Transit to Blantyre airport.

3:30pm-4:30pm Charter flight to Lilongwe.

5:00pm-5:45pm Transit to President Walmont Hotel and check in

6:30pm-8:00pm Working dinner - debrief of the day and review of next day's itinerary

Overnight: President Walmont Hotel, Lilongwe

Day 6 - Friday, October 4

Location: Lilongwe

Attire: Casual

9:00am-11:00am Debriefing breakfast with World Vision and Save the Children Malawi national

teams and representatives from USAID. Review of visits and

impressions/questions. The U.S. Ambassador to Malawi, Robert Scott, will stop

by around 10:00 a.m. to participate in the discussion.

1:00pm Check out of hotel

1:30pm-2:15pm Transit to Lilongwe airport

4:00pm Depart for Dulles on Ethiopian Airlines

Transit Day - Saturday, October 5

8:40am Arrive at Dulles

Addendum A

Jess Pavel, Legislative Assistant Megan Reiss, Nat'l Security Policy Adviser Daisy Beldsoe-Herring, Legislative Aide Katie Wright, Health Policy Adviser Matt Williams, National Security Advisor Katie Peake, Legislative Correspondent Devin O'Brien, Legislative Correspondent Allison Feikes, Legislative Assistant Kate Hunter, Legislative Assistant Judd Gardner, Legislative Assistant Igor Khrestin, National Security Advisor Kyle Green, Legislative Correspondent Dylan Clement, Legislative Correspondent Katherine Jackson, Professional Staff Mike Callesen, Policy Analyst Cassie Leonard, Legislative Assistant Nick Rawls, Policy Adviser Wayne Jones, Policy Adviser Kendall Garraway, Legislative Assistant Sam Fellman, Policy Adviser Ani Toumajan, Legislative Assistant Liz Lewis, Senate Foreign Relations Katie Perry, Legislative Correspondent Robert Waisanen, Legislative Assistant Katherine Close, Legislative Aide Erum Ali, Policy Adviser . Maggie Angel, Legislative Correspondent Bethany Carter, Legislative Assistant

Nic Adams, Nat'l Security Adviser Dan Gerig, Legislative Assistant Emily Crow, Legislative Correspondent Brett Fetterly, Nat'l Security Adviser Paris Cervantes, Legislative Correspondent Sophia Lalani, Policy Adviser Kevin Lawson, Sr Policy Adviser Brandt Anderson, Nat'l Security Adviser Megan Zavertnik, Nat'l Security Adviser Don Archer, Legislative Assistant Amber Bland, Legislative Counsel Bill Bode, Legislative Assistant Elana Broitman, Senior Adviser Josh Carter, Nat'l Security Adviser Grace Cason, Legislative Aide Dan Dunham, Legislative Assistant Sally Farrington, Legislative Correspondent Cole Lyle, Legislative Assistant Zach Lewis, Legislative Correspondent Edward Linczer, Legislative Assistant Nathan Paxton, Legislative Assistant Annie Humphrey, Legislative Correspondent Susan Occhipinti, Legislative Assistant Liz Banicki, Legislative Assistant Scott Graber, Legislative Assistant Baxter Carr, Legislative Assistant

Addendum B

Comparison of U.S. Department of State per diem rates for Malawi and the daily expenses for this trip:

- U.S. Department of State daily maximum per diem rates for Malawi (including lodging and M&IE):
 - Lilongwe \$236 (lodging \$150, M&IE \$86)
 - Blantyre \$230 (lodging \$146, M&IE \$84)
 - Zomba (Mangochi) \$198 (lodging \$117, M&IE \$81)
- Daily expenses for this trip:
 - September 29 City: Lilongwe
 - Lodging \$147, meals \$30 (good faith estimate), total = \$177
 - o September 30 City: Lilongwe
 - Lodging \$147, meals \$75 (good faith estimate), total = **\$222**
 - o October 1 City: Zomba/Mangochi

Lodging - \$130 (option is over per diem but was chosen due to proximity to site visits and appropriate security), meals - \$50 (good faith estimate), total = \$180

o October 2 – City: Blantyre

Lodging - \$140, meals - \$50 (good faith estimate), total = \$190

October 3 – City: Lilongwe

Lodging - \$147, meals - \$60 (good faith estimate), total = \$207

o October 4 – City: Lilongwe

Lodging - \$0 (overnight flight), meals - \$50 (good faith estimate), total = \$50

- Transportation expenses:
 - o In country transportation (rented buses and Toyota Prado SUVs) = \$300 per person
 - o In country roundtrip charter flights \$1500 per person
 - o Roundtrip international coach flights \$2200 per person
- Other estimated expenses:
 - o Visa expenses \$120 per person

Addendum C:

Additional explanation of charter flight

World Vision plans to charter in-country flights (inquiries in progress) for travel from Lilongwe to Machinga on October 1st and from Blantyre to Lilongwe on October 3rd. Class of travel is coach.

We have chartered due to security and logistics concerns.



MALAWIAIRFORCE

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4. AIRWORTHINESS

(It its hereby certified that the work recorded above has been carried out in accordance with Malawi Air Force regulations and the requirements of the aircraft manufacturers Ruag Aerospace Services in that respect, the afteralt is considered altworthy and fit for release to service.

S.DETAILS:OF GERTIFYING AUTHORITY

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(Lannage Little) SIGNATURE



SECTION 05-05-00 AIRWORTHINESS LIVITATIONS AUTHORITY APPROVAL SHEET

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